

MEETING #35 - September 10, 2019

At a Regular Meeting (#1) of the Madison County Board of Supervisors on September 10, 2019 at 4:00 p.m. at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair
 Amber Foster, Vice-Chair
 Jonathon Weakley, Member
 Kevin McGhee, Member
 Charlotte Hoffman, Member
 Jack Hobbs, County Administrator
 Mary Jane Costello, Director of Finance/Assistant County Administrator
 Jacqueline S. Frye, Deputy Clerk

ABSENT: Sean Gregg, County Attorney

Call to Order, Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that all members are present - a quorum was established.

Chairman Jackson called for additions, deletions, and/or adoption of today's Agenda.

Supervisor McGhee moved that the Agenda be adopted as presented, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

3. Public Comment.

Chairman Jackson opened the floor for public comment. The following individual(s) provided comments:

- Joe May (Whippoorwill Road): Comments pertained to the four-way stop at the intersection of Towles Road and W. Hoover Road, and the need for placement of a culvert on Whippoorwill Road (Weakley property); also questioned whether the Moore Building will evolve into the same situation as the Criglersville Elementary School.
- *Chairman Jackson: Referred to the fact that discussions are ongoing on the Moore Building at this time.*
- John Hayes (Ruckersville & former Veterinarian with the Madison-Greene Humane Society): Comments pertained to the recent issue concerning the local animal shelter (i.e. euthanizing of stray animals) and noted that the problem is due to the fact that there is an over-population of stray cats which either need to be taken care of (i.e. spay/neuter) or euthanasia; when cats are brought into the shelter, the County can't turn them loose into the community; noted that although some citizens have no issue with several stray cats running loose on their property, there are others who are not in agreement with this activity; the shelter only has space for a certain number of animals at a time; feels that whomever started this problem that has now been published in the local newspapers has communicated incorrect information because they 'just had a bad day.'
- Gary Misch (Madison Community CATS): Advised that Madison Community CATS is active in the

community and has spayed/neutered about fifty (50) local cats (stray/feral) and is raising funds (by selling socks) to help eliminate the over-population of cats within the community; donation boxes are also in place within the County at various locations to receive support from the citizens.

With no further public comments being brought forth, the public comment opportunity was closed.

Special Appearance

1. Discussion: VDOT Communication on Road Projects and Maintenance Concerns: Joel DeNunzio, VDOT, was present and provided highlights from the monthly report to include:

Preliminary Engineering Projects

- *Route 707 Bridge project will now be funded through maintenance funds and not construction funds*
- *Route 29 - RCUT at Shelby Road funding is in place; project will now allow 'left ins' rather than requiring traffic to make a 'U-turn' (safety enhancement)*

Construction Road Projects

- *Route 675 (Fletcher Road): State forces construction has resumed; work will be complete in the fall of 2019*
- *Whippoorwill Road: VDOT road crew will be in place at Whippoorwill Road next week; crews will flag traffic during the proposed work*

Traffic Engineering

- *Route 231/687 lateral rumble strips have been installed*

Comments from the Board:

- *Supervisor Weakley: Referred to the proposed roundabout (at Rt. 231) and concerns that tractor trailers using the route will be required to 'Jake-brake' due the fact that stopping distance for large vehicles is much greater than for a POV; also referred to the portion of road at Cedar Hill and Clore Road (Allen property) where there is no drainage in place.*
- *Supervisor Hoffman: Referred to the section of Rt. 29 south just past Prince Michel Winery (right lane) - feels the culvert needs to be replaced.*
- *Chairman Jackson: Referred to the traffic light at Fairgrounds Road (as requested by C. Mike Fisher) and questioned if a turning lane could be put into place*
- **William Sanford:** Inquired about the citizen input results pertaining to whether or not to pave Forest Drive

After discussion, it was noted that the results of the survey will be emailed to Mr. Sanford, and that the results of the survey will be reviewed for further discussion by the Board of Supervisors.

2. Constitutional Offices:

Sheriff: Erik, Weaver, Sheriff, thanked Mr. DeNunzio for the rumble strips that were put into place at Pratts.

Commissioner of the Revenue: Brian Daniel, Commissioner, was present to provide funding totals from the 2019 personal property assessment values for review and consideration. He also acknowledged that Tammy Barrett has received certification and accreditation from the State as a Master Deputy Commissioner.

The Board congratulated Ms. Barrett on her accomplishment.

Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, was present and suggested that VDOT also consider erecting signage along Thrift Road as a safety precaution.

3. County Departments:

County Planning/Zoning/Building: Ligon Webb, County Planner, was present to advised that the County has received several good applications for the two (2) current vacancies (i.e. Building/Zoning Technician, Building Official); Fauquier County has been providing assistance with reviewing plans; a public hearing has been scheduled for October 2, 2019 to receive public comment on (; Fauquier County is currently assisting the County with various day-to-day activities; a public hearing has been scheduled for October 2, 2019.

DSS: Valerie Ward, Director of Social Services, was present to advised that the vacancy for the FAPT Parent representative has now been approved (by the CPMT) today to be filled by Melissa "Missy" Dillon.

EMS: Noah Hillstrom, Director of Emergency Medical Services, was present to provide highlights from his departmental report; also reported that the RSAF grant application was completed today; the recent blood drive was a great success; EMS ballistic gear has arrived; currently drafting an EMS operational guideline for the gear; once complete, on-hands training will take place in accordance to NFPA 3000 guidelines;; noted that the ambulance should be in place by December 2019 noted that the property.

E911: Brian Gordon, Director of Emergency Communications, was present and noted the current storm will produce some rain for our region; the radio proposal should be received shortly; it's anticipated that review of the plan should be complete within ninety (90) days or less; streamline process has been underway and there is now one tone for emergency services (rescue squad and paid staff).

NextGen 911: Currently working with Page County; still undergoing communications with the national park service.

Emergency Management Services: John Sherer, Director of Emergency Management Services, was present and advised that he is in the process of working with Troy Coppage, Madison County Fire, and EMS to update the EOP for the County; efforts have been initiated to comply with the NIMS process which will allow the County to apply for grants when available.

Schools: Karen Allen, School Board, advised that recognition was given to the "Student of the Month" and "Employee of the Month" at the recent school board meeting; high school students participated in the REC Youth Tour; MPS renovations were also discussed.

Planning Commission: Carty Yowell, Commission Chair, was present and advised that the next commission workshop has several cases for discussion/consideration that will involve site plans, subdivision plat requests, and research on the proposed event ordinance (as requested by the Board of Supervisors); additional items on the Agenda will call for discussion on implementing projects noted in the County's comprehensive plan. Comprehensive Plan.

Committees or Organizations

Finance (Costello)

4. Consideration: FY20 Proposed Supplemental Appropriation #04_09102019 - \$260.00): The Finance Director advise that the supplemental appropriation request is to appropriate funds from the Topping fund to cover a balance of FY19 spay/neuter program expenses. She also provided a brief overview of the funding that is

allocated (from the Topping Fund) for the spay/neuter program.

- Dr. Hayes advised that the Madison-Greene Humane Society also provides spay/neuter services to local residents at a reduced rate.
- *Supervisor Weakley: Referred to the many generous citizens who support the spay/neuter program in the County; also provided accolades to the Madison-Greene Humane Society for all of their efforts; questioned the methods being utilized to make the public aware of the spay/neuter program.*

Supervisor Weakley moved that the Board approve Supplemental McGhee moved that the Board approve FY20 supplemental appropriation #4 [\$260.00], seconded by Supervisor Hoffman. **Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).**

5. Consideration: FY20 Proposed Supplemental Appropriation #05_09102019 - \$460.00): The Finance Director advised that the supplemental appropriation request for an appropriation to the Sheriff's budget for TDO transport reimbursement.

- *Supervisor Foster: Advised that the CSB now has a small amount of funding to be used to reimbursement local law enforcement for transports.*

Supervisor McGhee moved that the Board approve FY20, proposed supplemental appropriation #5 (\$460.00), seconded by Supervisor Foster. **Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0)**

Minutes (Frye)

Chairman Jackson called for corrections, deletions or adoption of the meeting minutes.

6. Consideration: August 27, 2019 Minutes (#33)

Supervisor McGhee: Called for an amendment to the August 27'2019 (#34) minutes concerning the statement pertaining to "Jim Lohr being present on behalf of the applicant..."

Supervisor McGhee moved that the Board approve the minutes of August 27, 2019 (#33), as amended, seconded by Supervisor Hoffman. **Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).**

7. Consideration: September 4, 2019 Minutes (#34)

Supervisor Foster moved that the Board approve the minutes of September 4, 2019 (#34) as presented, seconded by Supervisor Hoffman. **Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).**

Old Business

8. Discussion: Moore Building: Chairman Jackson advised that Tracey Gardner, Director of Economic Development & Tourism, has been handling negotiations with Mr. Kenneth Moore in order to attain some direction regarding the Moore Building. Tax credit incentives have also been relayed, and it's anticipated that something can be initiated. Additional information on this matter should be provided shortly.

- *Supervisor McGhee: Referred to the prior discussions regarding the amount of tourism dollars brought into the locality; provided accolades to Mr. Moore for continuing to assess all viable options regarding the Moore building; encouraged the County to support economic development regardless of the outcome pertaining to whether or not to purchase the Moore building; also referred to comments made by Carlyle Weaver (at a previous meeting) concerning the fact that the improvements made (by Mr. Moore) to the building would've involved a much greater cost to the County than what it has cost the current owner.*

New Business

9. Consideration: Town of Madison Sidewalk Project Endorsement Request (Hobbs): The County Administrator provided several documents regarding the Town of Madison's sidewalk project proposal that was discussed at a joint meeting of the Board of Supervisors and the Madison Town Council in January. The town pursued the proposal and prepared a grant application (with VDOT) to extend the town sidewalks from the Dollar General Store out to Courthouse Mountain Road to the Poplar Bluff Apartment Complex. Cost estimates were provided for review and consideration. The Madison Town Council endorsed the application at a recent meeting, and is asking that the Board of Supervisors take a similar action. Today's packet was received late and wasn't fully processed or reviewed by the County Attorney. Although the documentation isn't well defined, it appears that there is an indication that the County would be responsible for maintaining the sidewalks being proposed, and that the County may be expected to participate in the 'match funding' associated with the project.

- *Chairman Jackson: Noted that the proposal may be more complex; noted that he spoke with the Town Attorney (Maynard Sipe) and was advised that the funding contribution being sought from the County is 'negotiable.'*

After discussion, it was the consensus of the Board to further review the documentation provided and to request that the County Attorney and County Administrator fully review all documentation and present concerns to the Board at the next meeting session. It was also noted that the application does have a deadline of October 1, 2019.

10. Discussion: Short Term Tasks Assigned to Board Members (Jackson): Chairman Jackson advised that all department heads and constitutional officers have received a request from the County Administrator to provide input on the proposed IT job description and duties; he suggested that Supervisor McGhee and Supervisor Foster be the Board designees to work with the County Administrator and Finance Director to finalize the position description, post and advertise the job and participate in the interview process.

Discussions also focused on the current job vacancies (i.e. Building Official, Building/Zoning Technician, to which Ligon Webb, County Planner, advised that the closing date to submit an application is September 24, 2019.

The Board members agreed to serve as a committee of the whole in interviewing potential financial advisors in closed session on October 2 at 5:30 PM. It was noted that Carty Yowell has been invited to attend that meeting.

11. Discussion: Employee Background Check Program (Hobbs): The County Administrator referred to the County's personnel study and the need for the Board to initiate an ordinance to require employee background checks, as recommended by the consulting firm and required by State Code. The proposal hasn't been reviewed

by the County Attorney; therefore, it was suggested that this be initiated, and that a public hearing be scheduled on October 29, 2019.

It was the consensus of the Board to change the October 22, 2019 Regular Meeting #2 to October 29, 2019 at 6:00 p.m. and to publish the change in the meeting date for the public.

12. Discussion: Board Expectations Regarding Staff Attendance at Board Meetings (Hobbs): The County Administrator suggested the Board verbalize whether there are expectations for County employees to attend monthly board meetings (i.e. 2nd & 4th Tuesday, excluding 1st Wednesday).

After discussion, it was the consensus of the Board that all department heads and constitutional officers are welcome to attend any monthly meetings, if they so choose or deem appropriate.

13. Discussion: Board Meeting Schedule to December 31'2019 (Hobbs): The County Administrator provided a schedule of monthly meeting from now until the end of 2019 that focused on the following:

- September 24, 2019: Possibly scheduling the session to begin earlier to allow discussion on employee job descriptions. (i.e. a copy of each job description has been provided to all employees with their payroll voucher).

After discussion, it was the consensus of the Board to change the meeting time on September 24, 2019 from 6:00 p.m. to 4:00 p.m.

- October 2, 2019: Meeting will focus on discussions with financial advisors
- October 22, 2019: Meeting will be rescheduled to October 29, 2019
- December 13, 2019: Employee holiday luncheon scheduled from 12:00 p.m. to 1:30 p.m.
- December 26, 2019: By consensus, the Board decided to cancel the meeting scheduled for December 26, 2019.

Information/Correspondence

14. Presentation: Status Report on Board Priorities and Current Projects (Hobbs): The County Administrator provided documentation to the Board for review and consideration. Highlights focused on: Personnel vacancies (i.e. Building Official, Building/Zoning Technician)

- Custodian (an offer has been accepted for this position)
 - Personnel Study & Policy
 - Job Descriptions
 - Criglersville Elementary School demolition procedure (*suggested that a final open house be scheduled to allow citizens to take any further mementos from the site (i.e. doorknob, signage, etc.) and present requests to the Board for review*)
- *Supervisor Weakley: Advised that the health department building is now vacant; questioned the future status of the building (i.e. design, relocation of other County offices, etc.)*

The County Administrator noted that Chairman Jackson and Supervisor Hoffman have been assigned to assist with the selection of an architect to support this project. Anyone with comments on the aforementioned building were encouraged to provide them to the County Administrator.

Public Comment

Chairman opened the floor for public comment. The following individual(s) provided comment(s):

- Joe May: Questioned the total sum of 'tourism dollars' and whether this involves MWP Supply, Plow & Hearth, and if the amount provided is a total gross of revenue coming through the locality.

Tracey Gardner, Director of Economic Development & Tourism, was present and advised that the funding received stems from any funding associated with local tourism within the County (i.e. excluding Plow & Hearth, Inc. or MWP Supply, Inc.); she expressed an uncertainty of the amount associated with the local wineries, but noted that funding tourism dollars does include funding spent on local lodging.

- Carl Kirby: Comments pertained to the spay/neuter discount program and what is being done to advertise this program to the public; also questioned how much of the tourism funding is received from the national park; also noted that letting someone else address the issues at the Moore Building is a viable option; however, he doesn't feel that the County needs another building to maintain, but should initiate investments in other county building that are being utilized.

The Finance Director advised that the spay/neuter discount program was advertised for the public, and was also published on social media (Facebook); she noted that there is currently no more program funding available until an additional appropriation request is submitted for consideration.

The Director of Economic Development & Tourism noted that entrance fees and cabin rentals at the Old Rag Mountain are received.

Supervisor Weakley: Noted that the locality does receive 'payment-in-lieu of taxes' for land; advised that there is an impact for localities that surround the national park; he also suggested that questions being presented tonight be developed and relayed onto appropriate personnel so that a constructive report can be initiated for review and consideration.

With no further comments being brought forth, the public comment opportunity was closed.

Closed Session

Adjourn

With no further action being required, Supervisor Foster moved that the meeting be continued to September 24, 2019 at 4:00 p.m., seconded by Supervisor Hoffman. Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors
Copies: Board of supervisors, County Attorney & Constitutional Officers
Adopted on: September 24' 2019



Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, September 10, 2019 at 4:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance & Moment of Silence Determine Presence of a Quorum / Adopt Agenda

PublicComment

Special Appearances

- 1. Discussion: VDOT Communication on Road Projects & Maintenance Concerns (DeNunzio)
- 2. Constitutional Officers
- 3. County Departments
 - 2. Presentation: Relocation of the Criglersville Polling Place (Bonita Burr, Electoral Board)

Finance (Costello)

- 4. Consideration: Appropriation for FY19 Topping Spay/Neuter Program (Supp. FY20 #04)
- 5. Consideration: Appropriation for Sheriff - Reimbursement for Overtime (Supp. FY20 #05)

Minutes (Frye)

- 6. Consideration: August 27'2019 Meeting Minutes (#33)
- 7. Consideration: September 4'2019 Meeting Minutes (#34)

Old Business

8. Discussion: Moore Building (Hobbs)

New Business

9. Consideration: Town of Madison Sidewalk Project Endorsement Request (Hobbs)
10. Discussion: Short Term Tasks Assigned to Board Members (Jacks9n
11. Discussion: Employee Background Check Program (Hobbs)
12. Discussion: Board Expectations Regarding Staff Attendance at Board Meetings
13. Discussion: Board Meeting Schedule to December 31'2019 (Hobbs)

Information/Correspondence

14. Presentation: Status Report on Board Priorities & Current Projects (Hobbs)

Public Comment**Closed Session****Adjourn**